Reviewer Application Section II Contract Forms

The following forms are to be completed and returned with your Reviewer Application

Vendor/Grantee Registration - A copy of this form is enclosed, so that you may see the information needed. You are considered the ""Vendor/Grantee" Use your name and information for all questions. Complete pages 1, 2 and 5. For Page 2, #10 use class 915 subclass 13

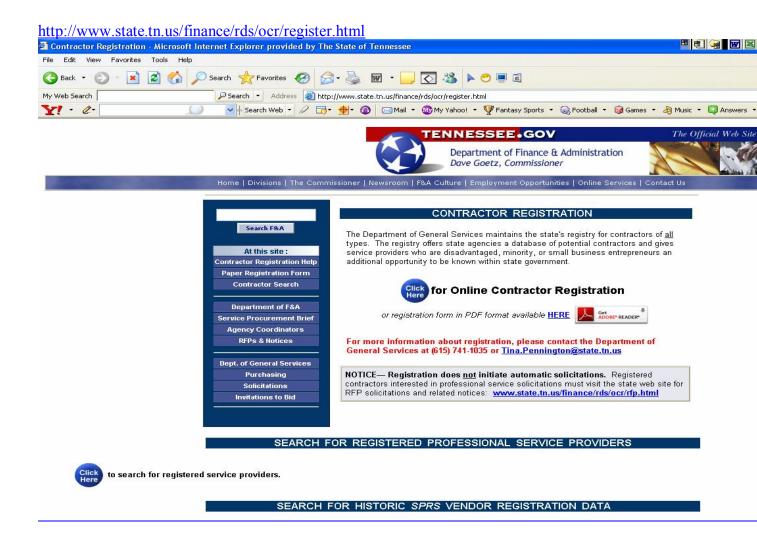
www.state.tn.us/finance/rds/ocr/register.html

This is required in order to start the contract process, if you are selected as a reviewer. If you are not selected as a reviewer, then the information can be used in the future for other state related projects where teachers are needed. This is a one-time registration as a service provider for the State of Tennessee.

- 2. W-9 Form Request for Taxpayer Identification Number and Certification.
- 3. FA Contract Information Supplement Please complete only SECTION A CONTRACTOR IS AN INDIVIDUAL and sign under Contractor Signature and fill in the DATE.
- **4. CATS -VENDOR REQUEST. -** Complete the VENDOR INFORMATION Section. Choose the "Add Vendor" option. Return the form with your application. **DO NOT** Send the form to the Contract Office as listed at the bottom of the form.
- 5. CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION--LOWER TIER TRANSACTIONS This certification is required by the General Services Administration regulations. The Agency is EDUCATION. Sign and Date.

Steps and Site for Provider Registration

- The vendor can call the help desk at 741-6875 for assistance with the form.
- The site for vendors to register as a Service Provider is: http://www.state.tn.us/finance/rds/ocr/register.html
- To determine their class/subclass code (Page 2 #10of the form)go to: http://www.state.tn.us/generalserv/purchasing/alphatec.htm
- The vendor will need to complete pages 1, 2 and 5 <u>unless</u> they want to be registered as a certified small or Diversity Business Enterprise.
- If they want to be registered as a certified small or Diversity Business Enterprise they will need to complete all 5 pages



On Page 2 #10of the form -

A list of Class and Subclass Numbers are found at the following web site:

http://www.state.tn.us/generalserv/purchasing/alphatcc.htm - Most of the DOE vendors will be in the 900 series.

http://www.state.tn.us/generalserv/purchasing/alphatcc.htm

